



# Administration of Medication Policy

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## POLICY RATIONALE

It is Holy Family Catholic School Early Learning policy to ensure that medication brought to the service meets the appropriate regulatory requirements, is stored and administered safely and is with the appropriate documentation completed by both parents/guardians and educators.

## PROCEDURES

**The Approved Provider, Nominated Supervisor and representatives of the Approved Provider's responsibilities are:**

- Advise and educate families on the Administration of Medication Policy if requested.
- Participate in the annual review of the Administration of Medication Policy.
- Ensure all Medication Forms are correctly completed and appropriately stored.
- Ensure volunteers and students are informed of the policy and understand that they are not to administer or witness medication administration.

**The Families' responsibilities are:**

- To complete the Medication Agreement form (as needed), including specific requirements of the Education and Care Services National Regulations 2011 (R92).
- Inform the service educators of the correct storage of the medication, for example, in the refrigerator.
- Ensuring all medication is brought into the service in its original container, including over the counter medications and natural remedies, which are also required to be in their original container, with an expiry date and the child's name on them.
- Collect the medication on arrival to take home if they wish to do so.

**The educator responsibilities are:**

- To check labels on medication to ensure the child's name, the name of the medication, dosage required, and expiry date of the medication is on the label.
- To ensure that prescribed medication is in its original container.
- Over the counter medication such as Panadol or natural remedies must also be in their original container, with an expiry date and the child's name on them.

## Handing over medication

- Parents or Guardians are required to hand the medication over to an Educator who will place medication into the first aid box stored at the service.
- Educators are to check that the medication is labelled appropriately (name of the child, original container, dosage, and expiry date)

## Storage of medication

- All medication that is brought into the program is to be stored in an area that is not easily accessed by children. All medication must be labelled with the child's full name.

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### Administering medication

- Medication can be administered without the parent authorisation, in the case of a medical condition, asthma or anaphylaxis emergency only when educators are directed to do so by medical personnel, such as a doctor or ambulance officer, or when following the child's medical management plan.
- Educators are required to check that the medication is appropriately labelled with the child's name, in the original container, the dosage that matches the container the medication came in or a doctor's specific instructions and expiry date.
- An educator is required to administer the medication according to the parent's instructions on the Medication Agreement form. The administering educator must check the dosage before it is administered.
- Educators are required to enter the details into the electronic First Aid/Medication Log or written form when the medication has been administered.
- Students and volunteers are not permitted to administer medication.
- Parents are to collect their child's medication at the end of the day if required.

### REFERENCES:

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 2 – Children's health and safety
- Education and Care Services National Regulations (2011) R 92
- Education and Care Services National Law Act (2010) S 176

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